

ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
Washington National
Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
10-057-ARNG

Opening Date
4 June 2010

Position Title, Series & Grade
Program Analyst,
GS-0343-09

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30
ON:**

19 July 2010

PD Number:
70364000

SEE NOTE

Location of Position:

G1
Camp Murray, WA

Baseline physical

☐ Is required within 30 days of employment per OSHA
regulation and NGB*

☒ Is not required

*This physical will be used to determine fitness and eligibility
for continued employment

Salary Range:

\$50,628 PA to \$65,812 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☒ **Area A – Nationwide Excepted:**

Anyone eligible for immediate enlistment and/or
commissioning in the Washington Army and/or
Air National Guard.

☒ **Area B – In-state Excepted:** All
participating members of the Washington Army
and/or Air National Guard.

☒ **Area C – In-service Excepted:** All
presently employed permanent excepted
technicians, indefinite excepted technicians, and
AGR members with excepted technician
reemployment rights to the Washington Army
National Guard.

☐ **Area D – In-service Competitive:** All
presently employed permanent competitive
technicians of the Washington Army National
Guard.

CURRENT BARGAINING UNIT STATUS

☐ **Bargaining Unit**

☒ **Non-Bargaining Unit**

Appointment Factors:

☐ Officer
Officer

☒ **Enlisted**

☐ Warrant
Officer

☐ NDS (Competitive)

☒ **Permanent**

☐ Indefinite*

Military Assignment & Grade Requirements

ECMF: 44

Applicants need not be assigned to the position or
possess the MOS to apply or be considered for
selection. Selected applicant must be assigned to
a compatible Military position and attain MOS
within 1 year of appointment action.

Military Grade Available:

E-5 thru E-8

Please note: Grade Inversion will not be
permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station
<input checked="" type="checkbox"/> PCS expenses are not authorized <input type="checkbox"/> PCS expenses are authorized <input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.
Minimum Requirements for Consideration
General Experience: Experience in administrative, professional, investigative, financial, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.
Specialized Experience: Must have 24 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.
Other Requirements: All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army. Must have or be able to acquire a Secret security clearance.
The following Selective Placement Factors (SPFs) will be considered in the evaluation process
Element I – Knowledge of National Guard organizational structures, functions, procedures, and techniques.
Element II – Ability to apply practices, theories, techniques, and methods of management.
Element III – Ability to analyze and interpret funding policies, and procedures of higher headquarters as to applicability.
Element IV – Ability to gather, assemble, and analyze facts; draw conclusions and develops solutions to assigned problems.
Element V – Skill in working with people at various trades and backgrounds.
Element VI – Ability to orally present and discuss complex matters in a clear and convincing manner.
Employment Conditions
1. Technicians are paid through direct deposit/electronic funds transfer. 2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government. 3. <u>Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.</u> 4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician. 5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)
Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.
SUMMARY OF DUTIES
This position is located in a State Headquarters directorate (G1) or division level office. Reviews, evaluates and analyzes obligations and expenditures. Assists management in interpretation and utilization of reports and information provided. Provides recommendations to subordinate organizations for proper management of programs. Based on budget guidance received from higher headquarters, develops an annual budget for programs. Researches and interprets personnel and training regulations, DA Pam's, Circulars, and NGB guidance. Assists management in preparing guidelines and instructions to MSCs for development of the yearly State Operating Budget (SOB). Develops and prepares current year program spreadsheets. Formulates and reviews all Annual Funding Guidance/Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed. Develops, collects, and maintains various historical data used to initiate planning, programming and execution of current and future training and operations programs. Performs other duties as assigned.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:

- MIL Form 175 "Application for Technician Vacancy"
- One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, with original signature or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
- MIL Form 174 "Chronological Listing of Military Service"
- OF 306 "Declaration for Federal Employment"
- SF 181 "Race and National Origin Identification" (this form is voluntary)
- Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
- Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be excepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.

4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.

1. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-8363
DSN 323-8363